



COMMUNITY PLANNING & DEVELOPMENT SERVICES
HISTORIC PRESERVATION DIVISION

A horizontal collage of five images showing various historic sites in Rockville, Maryland. From left to right: a white house with a prominent staircase; a large brick house with a gabled roof; a street view with a church steeple in the background; a yellow house with a porch; and a cemetery with several tombstones.

HISTORIC PRESERVATION WORK PLAN

2023-2033



HISTORIC PRESERVATION WORK PLAN 2023-2033

ACKNOWLEDGEMENTS

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Monique Ashton, Councilmember
Beryl L. Feinberg, Councilmember
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INTRODUCTION & OVERVIEW

Our city has a long, diverse, and unique story to tell.....

With origins dating back to earlier than 8,000 B.C., the land that now makes up Rockville is one of Maryland's oldest settled areas. Indigenous people, made up of at least six tribes as part of the Piscataway confederacy, seasonally navigated the Piedmont Region and used local waterways, such as Rock Creek, Cabin John Creek, and Watts Branch, for hunting, fishing, and refuge. These indigenous tribes eventually switched from a nomadic way of life and settled in the area. Via agrarian culture, these tribes called the area home year-round. During the late 1600s and due to growing European settlement expanding from the Chesapeake Bay and lower Potomac into the Rock Creek Valley, these tribes departed the area.

The first land patents for the area were issued by Maryland's Proprietor between 1717 and 1735. The area making up Rockville was originally a part of Prince George's County. Due to the growth of Frederick Town, the western portion of the county was divided off and became Frederick County.

In 1776, the Maryland Constitutional Convention divided Frederick County into three new units. The area making up Rockville now was placed in the newly established Montgomery County. Due to its central location and at a busy crossroads, this area served as the county seat and became known as Montgomery Court House. By the 1780s, the community, also known as Williamsburgh, was named for the family that subdivided the central portion of town when it was little more than a cluster of homes, a tavern, a courthouse, and a jail. In 1803, the Maryland General Assembly officially established the name of the town as "Rockville" perhaps because of its proximity to Rock Creek. Rockville was incorporated as a town in 1860. Three commissioners governed the town until 1888 when residents elected the first Mayor and Council.

Rockville initiated its municipal historic preservation program in 1966 when the Mayor and Council established the Historic District Commission and adopted the City's first regulations for preservation following the passage of the National Historic Preservation Act. Rockville's first three historic districts, the West Montgomery Avenue Historic District, the South Washington Street Historic District, and the B&O Railroad Station Historic District, were established in 1974. To date, Rockville has eight multi-site National Register Historic Districts and one National Register Historic Landmark. There are currently 39 locally designated landmarks as well as 9 multi-site historic districts.

In 1986, the City created a Historic Resources Management Plan (HRMP) to outline how historic buildings and areas are managed. Despite being more than 35 years old, the 1986 HRMP still serves as the guiding document for historic preservation policy and programming in Rockville.

Efforts to update the HRMP and to create a new Preservation Plan have been ongoing. Based on direction provided by the Historic District Commission, Mayor and Council and the public, Community Planning and Development Services (CPDS) staff has developed the following *Historic Preservation Work Plan (HPWP) 2023-2033*. The HPWP is intended to serve as a living document and details policies and implementation framework for citywide historic preservation. Work Items and Action Steps contained within it address survey needs, historic districts, incentives, easements, education and outreach as well as describing the roles of the Mayor and Council, Historic District Commission, Planning Commission, non-governmental organizations, and the public in preserving Rockville's history.

WORK PLAN

METHODOLOGY

CPDS staff began the development of this plan by reviewing existing precedents and compiling the various recommendations and objectives made.

Existing plans reviewed include the *Recommended Historic Preservation Action Plan* (1983), *Historic Resources Management Plan* (1986), *Rockville Amendment: Montgomery County Heritage Area Management Plan* (2013), *Analysis of Documents for Historic Designation and Certificates of Approval* (2014), *Historic Resources Management Plan Update* (2020), and the *Rockville 2040 Comprehensive Plan* (2021). In addition to reviewing prior plans, CPDS staff captured recommendations made during meetings of the Historic District Commission and Mayor and Council addressing the need for a long-range historic preservation plan.

Throughout the process of developing the HPWP, six work items or themes emerged as areas of focus to concentrate efforts. The six themes identified are:

- Historic Preservation Sections of the City – Chapter 25 Zoning Ordinance
- Survey and Designation of Historic Properties
- Historic Preservation Plan – Historic Contexts / Historic and Cultural Resources Management Plan
- Historic District Commission
- Technical Assistance and Guidance, Educational Outreach and Community Engagement
- Prehistory and Archaeology

For each work item or theme, one will find specific action steps that were identified in prior reports, public meetings, and derived from best management practices. The action steps have been tied to specific work items and developed into matrices.

In each of the action steps, one will find corresponding *timelines* for completion of the action, *responsible party*, *supportive partners*, and *implementation framework*.

Timelines in the work plan vary. Not every action step will begin right away, some can take anywhere from several months to several years to complete. Similarly, some actions will run at the same time as other steps. Graphic timelines for all actions follow each matrix.

Responsible parties are the main people, groups, and organizations committed to seeing action steps through to completion. A lead responsible party can be identified for an action if required for improved implementation.

Supportive partners are the people, groups and organizations who have committed to offering tangible support to action step implementation. New partners are invited to join in the work at any time and will be added as they are identified.

Implementation framework indicate how the action steps will be identified as complete and successful. Certain action steps may be completed as one, overarching project while others may require several programmatic efforts. In order to achieve a successful implementation of certain action steps, pilot programs can be considered to test a specific action prior to full roll out.

SUPPORTIVE PARTNERS

In addition to various city departments and divisions that are identified throughout this document, the HPWP also identifies outside organizations who may serve as either *responsible parties* or *supportive partners* for plan implementation. Additional supportive partners are envisioned to be added. The following organizations are referenced in this document:

- Archaeological Society of Maryland is a statewide organization of lay and professional archeologists devoted to the study and conservation of Maryland archaeology.
- Coppin State University is a comprehensive Historically Black Institution originally founded for teacher education. Named in honor of Fanny Jackson Coppin, an outstanding African American educator, Coppin has reaffirmed its dedication to excellence in teaching and student success. The Institution offers 53 academic programs: 32 baccalaureate, 11 masters, and 9 certificates programs, and one doctorate degree.
- Greater Rockville Chamber of Commerce is focused on developing and highlighting business opportunities and relationships in the greater Rockville area and its communities.
- Heritage Montgomery, one of thirteen certified heritage areas in the State of Maryland, is dedicated to the mission of promoting local history, culture, and natural areas, administering grants, providing technical guidance, and fostering stewardship and connection to Montgomery County heritage.
- Lincoln Park Civic Association fosters a strong sense of community, promotes shared interests in preserving and maintaining Lincoln Park's historic character, and encourages neighborhood involvement in efforts to enhance the well-being of area residents.
- Lincoln Park Historical Foundation is a non-profit community organization that focuses on the contributions made by African Americans, provides historical information to citizens, provides programs which support distressed and under-served areas, and facilitates communication between diverse groups.
- Maryland Association of Historic District Commissions (MAHDC) provides training, support, and advocacy for the state's Historic District Commissions.
- Maryland Heritage Area Authority governs the Maryland Heritage Areas Program and provides targeted financial and technical assistance within the state's thirteen heritage areas.
- Maryland Historical Trust is the state historic preservation office that is dedicated to preserving and interpreting the legacy of Maryland's past.
- Montgomery College, with its main campus located in Rockville, is Maryland's premier community college that serves more than 50,000 students each year through credit and noncredit programs.
- Montgomery County Public Schools is the public school system serving Rockville and other areas of the County.
- Montgomery County Historic Preservation Office supports the County Planning Board and the County Historic Preservation Commission by providing for the identification, designation, and regulation of historic sites throughout Montgomery County.
- Montgomery County Historical Society, also known as Montgomery History, has been serving the local community through its exhibitions, programs, educational activities, research library, and conferences since its founding in 1944. Its mission is to collect, preserve, interpret, and share the histories of all Montgomery County residents.

- **Montgomery Preservation** is Montgomery County's county-wide nonprofit historic preservation organization. Incorporated in 1984, the organization actively encourages and defends preservation efforts in local communities and throughout the county.
- **Peerless Rockville** is a nonprofit, community-based organization founded in 1974 to preserve buildings, objects, and information important to Rockville's heritage. Peerless Rockville advances its goals through education, example, advocacy, and community involvement.
- **Preservation Maryland** is Maryland's oldest preservation agency with over ninety years of activities that are focused on being a resource for individuals and grassroots organization that are working to save places that matter to their communities.
- **Rockville Economic Development, Inc.** is a public-private partnership formed in 1997 (formerly known as the Greater Rockville Partnership) by the City of Rockville, Maryland to strengthen and broaden the city's economic base through business entrepreneurship, expansion, retention, and recruitment programs.
- **University of Maryland** is the state's flagship university and one of the nation's preeminent public research universities. A global leader in research, entrepreneurship and innovation, the university is home to more than 40,700 students, 14,000 faculty and staff, and nearly 400,000 alumni all dedicated to the pursuit of Fearless Ideas.

PLAN REFINEMENT AND IMPLEMENTATION

The HPWP is a 10-year framework and is comprised of numerous recommendations to update the municipal preservation program. The plan itself does not make any policy, code, or programmatic changes – it outlines a series of actions on which the City should embark.

Many of the action steps identified will go through a public participation process comprised of some combination of working groups, stakeholder meetings, and/or neighborhood listening and discussion sessions before changes are advanced to the required Commission(s) and Mayor and Council. Working Groups will be made up of a diverse, multi-disciplinary group of stakeholders with expertise on the subject matter who will develop recommendation(s) for the action steps.

As a living document, when new opportunities or concerns in the community are identified, additional work items and/or action steps can be developed and added into the HPWP. When new portions are recommended, staff will bring such items back before the required Commission(s) and the Mayor and Council.

Via the HPWP, municipal preservation efforts will be modernized and updated with an eye on yielding specific outcomes including:

- creating an improved alignment with national and state historic preservation standards and best practices,
- laying out an improved understanding of future budgetary needs,
- strengthening overall preservation programming,
- establishing agreed-upon implementation timelines, and
- providing needed updates to the Municipal Preservation Plan (HRMP) that better assess and define all aspects of Rockville's history, its people, and resources.

After endorsement by the HDC and adoption by Mayor and Council, the HPWP will serve as the framework to guide staff, commission actions, as well as departmental budgets for the decade to come

GLOSSARY OF ACRONYMS

Throughout the HPWP, particularly within the matrices developed around each of the themes, a series of acronyms are used to describe organizations and collections of individuals who are responsible for the implementation of this work plan. The following chart can be referenced to define each of the acronyms used throughout the plan.

Acronym	Definition/Description
CPDS	Community Planning & Development Services, City of Rockville. CPDS is further broken up into many divisions, each with different tasks and purviews.
CPDS HP	Historic Preservation Staff
CPDS R&I	Review and Inspection Staff
CPDS Zoning	Zoning Staff
DPW	City of Rockville Department of Public Works
DRC	Development Review Committee
HDC	City of Rockville Historic District Commission. The HDC is made up of five individuals appointed by the Mayor and Council. The Historic District Commission is responsible for the preservation of the city’s historic districts.
HP	Historic Preservation
HOA	Homeowner Association
NRHP	National Register of Historic Places
PIO	City of Rockville Public Information Office
R&P	City of Rockville Recreation and Parks Department
ZOR	Zoning Ordinance Rewrite. As part of the implementation of the Rockville 2040 Comprehensive Plan, a comprehensive zoning ordinance rewrite will take place in 24-36 months.
ZTA	Zoning Text Amendment.

COLOR CODING

Found throughout the matrices, color coding is used to call out specific actions and steps that are crucial to plan implementation. The following chart defines the colors used throughout the plan.

Color	Action
	Identification of Action Step
	Step requiring Commission or Mayor and Council review and/or approval.

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ITEM A: HISTORIC PRESERVATION SECTIONS OF CITY CODE - CHAPTER 25 ZONING ORDINANCE

Action steps tied to this theme relate to how historic preservation is handled in the City Code and Zoning Ordinance. Recommended action steps seek to strengthen code language and codify policies and practices.

<div> <div>HISTORIC PRESERVATION WORK PLAN</div> <div>ITEM A:</div> <div>Historic Preservation Sections of City Code - Chapter 25 Zoning Ordinance</div> </div>	ACTION STEPS	TIMELINE	RESPONSIBLE PARTY	SUPPORTIVE PARTNERS	IMPLEMENTATION FRAMEWORK
	i.) PREPARE CODIFICATION ADDRESSING EXISTING HISTORIC PRESERVATION REGULATIONS				
	Review and assess Chapter 25 to develop recommendations to improve ordinance readability, interactivity, and ease of use. Codify existing multiple sections into a singular section addressing Historic Preservation.	<ul style="list-style-type: none"> • Kickoff: Q1 FY 24, Wrap Up: Included as a ZTA 	<ul style="list-style-type: none"> • CPDS HP Staff • CPDS Zoning • City Attorney's Office 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Peerless Rockville 	<ul style="list-style-type: none"> • Consolidation of Sections 25.04.04, 25.07.13, and 25.14.01 into a singular article. • Present draft code and options to HDC and seek endorsement. • Present draft code and options to Mayor and Council for discussion and instruction. • Present draft code for the authorization to file a Zoning Text Amendment. • Refer to HDC for recommendation. • Refer to Planning Commission for recommendation. • Mayor and Council hold public hearing. • Mayor and Council discussion and instruction to staff on the preparation of the ordinance. • Mayor and Council introduce ordinance. • Mayor and Council adopt the ordinance.
	ii.) PREPARE AMENDMENT REGARDING LOCAL DESIGNATION PROCESS AND ASSOCIATED DESIGNATION CRITERIA				
	Amend language into Chapter 25 to better define overall process to locally designate single site historic district or multi-building historic districts. Amend local designation criteria currently being used by the HDC into this section. Designation criteria establishes what makes a resource historic and eligible to be landmarked or designated locally.	<ul style="list-style-type: none"> • Kickoff: Q1 FY 24, Wrap Up: Included as a ZTA 	<ul style="list-style-type: none"> • CPDS HP Staff • CPDS Zoning • City Attorney's Office 	<ul style="list-style-type: none"> • HDC • Peerless Rockville 	<ul style="list-style-type: none"> • Convert existing designation flowchart into text to define the process. • Ensure local designation criteria and process is in alignment with Maryland Code. • Present draft code and options to HDC and seek endorsement. • Present draft code and options to Mayor and Council for discussion and instruction. • Present draft code for the authorization to file a Zoning Text Amendment. • Refer to HDC for recommendation. • Refer to Planning Commission for recommendation. • Mayor and Council hold public hearing.

					<ul style="list-style-type: none"> • Mayor and Council discussion and instruction to staff on the preparation of the ordinance. • Mayor and Council introduce ordinance. • Mayor and Council adopt the ordinance.
	iii.) PREPARE AMENDMENT REGARDING ADMINISTRATIVE-LEVEL COA PROCESS				
	Review and add an Administrative-Level Certificate of Approval (COA) into Chapter 25. Assess HDC applications and develop a proposed list of Administrative or Staff-Level Approvals. Such action will decrease the review of more standard forms of work and/or maintenance by the HDC and will streamline overall review and approval process.	<ul style="list-style-type: none"> • Kickoff: Q3 FY 24, Wrap Up: Included as part of ZOR 	<ul style="list-style-type: none"> • CPDS HP Staff • CPDS Zoning • City Attorney's Office 	<ul style="list-style-type: none"> • HDC 	<ul style="list-style-type: none"> • Establish which treatment measures can be handled on a staff level. • Present draft code and options to HDC and seek endorsement. • Present draft code and options to Mayor and Council for discussion and instruction. • Incorporate amendment into Zoning Ordinance Rewrite. • Present draft Zoning Ordinance to file as a Zoning Text Amendment. • Refer to HDC for recommendation. • Refer to Planning Commission for recommendation. • Mayor and Council hold public hearing. • Mayor and Council discussion and instruction to staff on the preparation of the ordinance. • Mayor and Council introduce ordinance. • Mayor and Council adopt the ordinance.
	iv.) DEVELOP NEW ORDINANCE SECTION ON DELISTING PROCEDURE FOR LOCALLY DESIGNATED PROPERTIES				
	Review and consider adding a defined procedure to de-list buildings that have previously been demolished, that have lost overall integrity or have been significantly altered, or that have been irreparably compromised by a force majeure, fire, flood, etc.	<ul style="list-style-type: none"> • Kickoff: Q3 FY 24, Wrap Up: Included as part of ZOR 	<ul style="list-style-type: none"> • CPDS HP Staff • CPDS Zoning • City Attorney's Office 	<ul style="list-style-type: none"> • HDC • Peerless Rockville 	<ul style="list-style-type: none"> • Update prior surveys to remove properties that have been demolished or that have lost historical integrity. • Maintain CLG standing as part of the federal program. Program requires maintaining a system for the survey and inventory of local historic resources. • Present draft code and options to HDC and seek endorsement.

					<ul style="list-style-type: none"> • Present draft code and options to Mayor and Council for discussion and instruction. • Incorporate amendment into Zoning Ordinance Rewrite. • Present draft Zoning Ordinance for the authorization to file a Zoning Text Amendment. • Refer to HDC for recommendation. • Refer to Planning Commission for recommendation. • Mayor and Council hold public hearing. • Mayor and Council discussion and instruction to staff on the preparation of the ordinance. • Mayor and Council introduce ordinance. • Mayor and Council adopt the ordinance.
	v.) PREPARE AMENDMENT REGARDING PARTIES OF INTEREST AND REQUIRED CONSENT				
	Review and assess current ordinance and process recommendation relative to parties of interest and consent. Currently anyone can nominate a property for historic designation without property owner consent.	<ul style="list-style-type: none"> • Kickoff: Q4 FY 24, Wrap Up: Included as a ZTA 	<ul style="list-style-type: none"> • CPDS HP Staff • CPDS Zoning • City Attorney's Office 	<ul style="list-style-type: none"> • HDC • Peerless Rockville 	<ul style="list-style-type: none"> • Draft code to consider alignment with federal and/or local historic preservation regulations on parties of interest and owner consent. • Present draft code and options to HDC and seek endorsement. • Present draft code and options to Mayor and Council for discussion and instruction. • Present draft code for the authorization to file a Zoning Text Amendment. • Refer to HDC for recommendation. • Refer to Planning Commission for recommendation. • Mayor and Council hold public hearing. • Mayor and Council discussion and instruction to staff on the preparation of the ordinance. • Mayor and Council introduce ordinance. • Mayor and Council adopt the ordinance.

	vi.) PREPARE AMENDMENT TO STRENGTHEN EXISTING ORDINANCE OR DEVELOP NEW ORDINANCE SECTION FOR DEMOLITION BY NEGLECT				
	Review, assess, and consider code amendments to address Demolition by Neglect. Revise property management code and/or develop sections that address and promote proper, timely, and appropriate building maintenance, that define protection measures and programs for endangered resources, and that generally strengthen overall enforcement. Current code does not fully account for maintenance of historic resources and new code language can bring on needed oversight and protections for these resources.	<ul style="list-style-type: none"> • Kickoff: Q3 FY 24, Wrap Up: Included in ZOR 	<ul style="list-style-type: none"> • CPDS HP Staff • CPDS Zoning • CPDS P&I Staff • City Attorney's Office • DRC 	<ul style="list-style-type: none"> • HDC • Peerless Rockville 	<ul style="list-style-type: none"> • Create options for mothballing and installation of temporary security features. • Develop citation process and associated violation fines. • Align amendment with Property Maintenance Code. • Present draft code and options to HDC and seek endorsement. • Present draft code and options to Mayor and Council for discussion and instruction. • Incorporate amendment into Zoning Ordinance Rewrite. • Present draft Zoning Ordinance for the authorization to file a Zoning Text Amendment. • Referred to HDC for recommendation. • Referred to Planning Commission for recommendation. • Mayor and Council hold public hearing. • Mayor and Council discussion and instruction to staff on the preparation of the ordinance. • Mayor and Council introduce ordinance. • Mayor and Council adopt the ordinance.
	vii.) PRESENT DRAFT ZTA / ZOR TO THE HDC AND PLANNING COMMISSION FOR CONSIDERATION FOR ACTION STEPS I - VI				
		<ul style="list-style-type: none"> • Based on submission of ZTA or overall ZOR Timeline 	<ul style="list-style-type: none"> • CPDS HP Staff • CPDS Zoning • City Attorney's Office 	<ul style="list-style-type: none"> • HDC • Planning Commission 	<ul style="list-style-type: none"> • Draft ZTA / ZOR added to agendas of the HDC and Planning Commission. • Recommendation from HDC sent to Mayor and Council. • Recommendation from Planning Commission sent to Mayor and Council.

	viii.) PRESENT DRAFT ZTA / ZOR TO THE MAYOR AND COUNCIL FOR ACTION STEPS I - VI				
		<ul style="list-style-type: none">•Based on submission of ZTA or overall ZOR Timeline	<ul style="list-style-type: none">•CPDS HP Staff•CPDS Zoning•City Attorney’s Office	<ul style="list-style-type: none">•HDC•Planning Commission•Mayor•Council Representatives	<ul style="list-style-type: none">•Draft ZTA / ZOR added to agenda of the Mayor and Council.•Hold Public Hearing.•Discussion and Instruction to staff from Mayor and Council.•Updated code sections added to Zoning Code.

TIMELINE ITEM A: Historic Preservation Sections of City Code – Chapter 25 Zoning Ordinance

ACTION STEPS	KICKOFF	WRAP UP	FY 2023				FY 2024				FY 2025				FY 2026				FY 2027				FY 2028				FY 2029				FY2030				FY 2031				FY 2032				FY 2033			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
i.) PREPARE CODIFICATION ADDRESSING EXISTING HISTORIC PRESERVATION REGULATIONS	Q1 FY 24	TBD																																												
ii.) PREPARE AMENDMENT REGARDING LOCAL DESIGNATION PROCESS AND ASSOCIATED DESIGNATION CRITERIA	Q1 FY 24	TBD																																												
iii.) PREPARE AMENDMENT REGARDING ADMINISTRATIVE-LEVEL COA PROCESS	Q3 FY 24	TBD																																												
iv.) DEVELOP NEW ORDINANCE SECTION ON DELISTING PROCEDURE FOR LOCALLY DESIGNATED PROPERTIES	Q3 FY 24	TBD																																												
v.) PREPARE AMENDMENT REGARDING PARTIES OF INTEREST AND REQUIRED CONSENT	Q4 FY 24	TBD																																												
vi.) PREPARE AMENDMENT TO STRENGTHEN EXISTING ORDINANCE OR DEVELOP NEW ORDINANCE SECTION FOR DEMOLITION BY NEGLECT	Q3 FY 24	TBD																																												
vii.) PRESENT DRAFT ZTA / ZOR TO THE HDC AND PLANNING COMMISSION FOR CONSIDERATION	TBD	TBD																																												
viii.) PRESENT DRAFT ZTA / ZOR TO THE MAYOR AND COUNCIL	TBD	TBD																																												

ITEM B: SURVEY AND DESIGNATION OF HISTORIC PROPERTIES

Action steps tied to this theme revolve around undertaking a new city-wide survey of historic properties. Once the survey is complete, nomination and designation of new sites based on survey findings, as well as the production of a new historic buildings catalog for Rockville are recommended.

HISTORIC PRESERVATION WORK PLAN ITEM B: Survey and Designation of Historic Properties	ACTION STEPS	TIMELINE	RESPONSIBLE PARTY	SUPPORTIVE PARTNERS	IMPLEMENTATION FRAMEWORK
	i.) UPDATE EXISTING LOCAL SURVEY / INVENTORY OF PROPERTIES AND SITES				
	<p>Perform windshield surveys of areas previously inventoried. Updated inventory process to review and confirm existence of resources and assess for continued eligibility. Update effort to additionally establish contributing resource status for multi-site districts. Revised photography that documents the resource's exterior and character-defining features to likewise occur. Staff will oversee the development of a more in-depth survey format and/or manual to capture more property details and related information.</p>	<ul style="list-style-type: none"> • Kickoff: Q1 FY 25, Wrap Up: Q2 FY 28 • Ongoing thereafter when new findings are discovered. 	<ul style="list-style-type: none"> • CPDS HP Staff • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Montgomery County Historical Society • Montgomery County Historic Preservation Office • Peerless Rockville • Heritage Montgomery • Montgomery Preservation • Community Associations and HOAs 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for survey consultant. • Implement an updated inventory system to include information for all levels of current designations, inclusion of the name of resource, address, date built / date for any changes, architect, architectural style, levels of significance, related historic contexts, and links to information such as data sets, files, or nomination applications. • Prioritize areas to be surveyed. • Incorporate updated inventories into Historic Preservation Plan. • Provide updated survey findings to Maryland Historical Trust. • Updated surveys help maintain city status as a Certified Local Government. • Process as a map amendment.
	ii.) SURVEY AREAS OF THE CITY NOT PREVIOUSLY INVENTORIED				
	<p>Conduct windshield surveys and photography for areas of the city that were not addressed in past surveys. This allows for the survey of resources that have gained significance and potential eligibility since prior survey efforts including Post WWII, mid-century modern, under-represented communities, and additional aspects of history that have achieved significance within the past 50 years. Potential new survey areas may include but</p>	<ul style="list-style-type: none"> • Kickoff: Q1 FY 25, Wrap Up: Q2 FY 29 • Ongoing thereafter when new findings are discovered. 	<ul style="list-style-type: none"> • CPDS HP Staff • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Montgomery County Historical Society • Montgomery County Historic Preservation Office • Peerless Rockville • Heritage Montgomery • Montgomery Preservation • Community Associations and HOAs 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for survey consultant. • Identify areas of city to be inventoried and interact with neighborhoods to discuss inventory process. • Increase equity in municipal historic preservation efforts through survey of under-represented communities. • Once survey is complete, integrate findings into land use and development review process. • Incorporate new inventories into Historic Preservation Plan.

	are not limited to Twinbrook I, Twinbrook II, Blandford Street, Haiti Lane, East Rockville, Lincoln Park, Janeta, and Rockville Pike.				<ul style="list-style-type: none"> • Provide updated survey findings to Maryland Historical Trust. • Creation of new inventories help maintain city status as a Certified Local Government. • Process as a map amendment.
	iii.) EVALUATE, NOMINATE, AND/OR REVIEW PROPERTIES PROPOSED FOR LISTING ON THE NATIONAL REGISTER				
	Coordinate the process of updating and nominating properties to the National Register. A limited number of nominations have taken place despite the presence of properties that are eligible to be individually listed or as part of a historic district.	<ul style="list-style-type: none"> • Ongoing throughout 2023-2033. 	<ul style="list-style-type: none"> • CPDS HP Staff • City Attorney's Office • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Montgomery County Historical Society • Montgomery County Historic Preservation Office • Peerless Rockville • Heritage Montgomery • Montgomery Preservation • Community Associations and HOAs 	<ul style="list-style-type: none"> • Provide guidance to property owners who desire to list their property on the National Register of Historic Places. • Emphasize benefits of listing regarding federal review and tax incentives to interested parties. • Historic District Commission reviews nominations and provide recommendation to the Maryland Historical Trust per federal code and Certified Local Government Program. • Incorporate new designations into Historic Preservation Plan.
	iv.) IDENTIFY, EVALUATE, AND DESIGNATE ADDITIONAL LOCAL HISTORIC DISTRICTS				
	Review existing inventory of resources. Based on updated inventories and new findings that result, bring new local designations for review and consideration by HDC, Planning Commission, and Mayor and Council. New designations can include single and multi-building districts.	<ul style="list-style-type: none"> • Ongoing throughout 2023-2033. 	<ul style="list-style-type: none"> • CPDS HP Staff • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Montgomery County Historical Society • Montgomery County Historic Preservation Office • Peerless Rockville • Heritage Montgomery • Montgomery Preservation • Community Associations and HOAs • Mayor • Council Representatives 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for consultant. • If desired, locally designate properties that are listed on National Register. • Assist property owners who wish to list their property. • Highlight benefits of local listing to interested parties. • HDC recommends districts for designation to Planning Commission. • Process as a map amendment. • Incorporate updated local designations into Historic Preservation Plan after adoption of map amendments.

	v.) PUBLISH UPDATED HISTORIC BUILDINGS CATALOG				
	After updating existing resource inventories and performing new surveys, distribute the findings of this action step via a multi-media approach including posting the inventories on the city's website, disseminating the new inventories to all partners, and printing a limited number of soft bound booklets.	<ul style="list-style-type: none"> • Kickoff: Q4 FY 28, Wrap Up: Q2 FY 29 	<ul style="list-style-type: none"> • CPDS HP Staff • PIO / Graphics • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Peerless Rockville 	<ul style="list-style-type: none"> • Program funding into city budget. • Update online catalogue and consider publishing a limited number of revised soft bound edition when inventories are finalized.
	vi.) PRESENT MAP AMENDMENTS FOR UPDATED OR NEW LOCAL DESIGNATIONS TO PLANNING COMMISSION				
		<ul style="list-style-type: none"> • Ongoing as needed 	<ul style="list-style-type: none"> • CPDS HP STAFF • CPDS Zoning Staff • City Attorney's Office 	<ul style="list-style-type: none"> • HDC • Planning Commission 	<ul style="list-style-type: none"> • Draft Map Amendment added to agenda of the Planning Commission. • Planning Commission provides recommendation to Mayor and Council.
	vii.) PRESENT MAP AMENDMENTS FOR UPIDATED OR NEW LOCAL DESIGNATIONS TO THE MAYOR AND COUNCIL				
		<ul style="list-style-type: none"> • Ongoing as needed 	<ul style="list-style-type: none"> • CPDS HP Staff • CPDS Zoning • City Attorney's Office 	<ul style="list-style-type: none"> • HDC • Planning Commission • Mayor • Council Representatives 	<ul style="list-style-type: none"> • Draft Map Amendment added to agenda of the Mayor and Council. • Hold Public Hearing. • Discussion and Instruction to staff. • Introduction of ordinance for map amendment. • Adoption of ordinance by Mayor and Council. • Map Amendment is added to Zoning Map.

TIMELINE ITEM B: Survey and Designation of Historic Properties

ACTION STEPS	KICKOFF	WRAP UP	FY 2023				FY 2024				FY 2025				FY 2026				FY 2027				FY 2028				FY 2029				FY2030				FY 2031				FY 2032				FY 2033			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
i.) UPDATE EXISTING LOCAL SURVEY / INVENTORY OF PROPERTIES AND SITES	Q1 FY 25	Q2 FY 28																																												
ii.) SURVEY AREAS OF THE CITY NOT PREVIOUSLY INVENTORIED	Q1 FY 25	Q2 FY 29																																												
iii.) EVALUATE, NOMINATE, AND/OR REVIEW PROPERTIES PROPOSED FOR LISTING ON THE NATIONAL REGISTER	2023	2033																																												
iv.) IDENTIFY, EVALUATE, AND DESIGNATE ADDITIONAL LOCAL HISTORIC DISTRICTS	2023	2033																																												
v.) PUBLISH UPDATED HISTORIC BUILDINGS CATALOG	Q4 FY 28	Q2 FY 29																																												
vi.) PRESENT MAP AMENDMENTS FOR NEW LOCAL DESIGNATIONS TO PLANNING COMMISSION	TBD	TBD																																												
vii.) PRESENT MAP AMENDMENTS FOR NEW LOCAL DESIGNATIONS TO THE MAYOR AND COUNCIL	TBD	TBD																																												

ITEM C: PRESERVATION PLAN – HISTORIC CONTEXTS / HISTORIC AND CULTURAL RESOURCES

Action steps tied to this theme are associated with the updating and development of new historic contexts for Rockville. Once contexts are fully developed, the updating of the inventories, index of architectural styles/architects, and development of plans for city-owned resources are strongly recommended.

<div> <div>HISTORIC PRESERVATION WORK PLAN</div> <div>ITEM C:</div> <div>Preservation Plan - Historic Contexts / Historic and Cultural Resources Management Plan</div> </div>	ACTION STEPS	TIMELINE	RESPONSIBLE PARTY	SUPPORTIVE PARTNERS	IMPLEMENTATION FRAMEWORK
	i.) REVIEW AND UPDATE EXISTING HISTORIC CONTEXTS				
	Review and update existing local historic contexts. These contexts have not been addressed since being written in 1986. Updated contexts will provide a more accurate, universal, and detailed history of Rockville.	<ul style="list-style-type: none"> • Kickoff: Q1 FY 25, Wrap Up: Q4 FY 26 	<ul style="list-style-type: none"> • CPDS HP Staff • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Montgomery County Historical Society • Montgomery County Historic Preservation Office • Peerless Rockville • Heritage Montgomery • University of Maryland 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for consultant to update contexts. • Amendment of updated contexts into Historic Preservation Plan.
	ii.) DEVELOP NEW / EXPANDED HISTORIC CONTEXTS				
	Since the creation of the HRMP, expanded historic contexts addressing periods associated with the mid-to-late 20 th Century, under-represented communities, indigenous culture, and periods of development have not been added to the city's preservation plan. Such contexts are important to provide a more complete and equitable recording of our history as well as aiding in the overall process to designate local properties.	<ul style="list-style-type: none"> • Kickoff: Q1 FY 25 Wrap Up: Q4 FY 26 • Additional updating outside of initial timeline to include / discuss new resources. 	<ul style="list-style-type: none"> • CPDS HP Staff • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Montgomery County Historical Society • Montgomery County Historic Preservation Office • Peerless Rockville • Heritage Montgomery • University of Maryland • APA Task Force 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for consultant to develop new contexts. • Create contexts that focus on Rockville's diverse and historic communities including our Native American, African American, Latinx, Asian and Pacific Islander Americans, and LGBTQ+ communities as well as addressing Post WWII, Mid-Century, and Contemporary / 1970-1995, I-270 corridor. • Amendment of new historic contexts into the Historic Preservation Plan.
	iii.) INCORPORATE UPDATED INVENTORY OF PROPERTIES AND SITES				
	When inventories are complete, either via an update or new survey, incorporate findings into the Historic Preservation Plan. Such	<ul style="list-style-type: none"> • Kickoff Q3 FY 28, Wrap Up: Q1 FY 29: 	<ul style="list-style-type: none"> • CPDS HP Staff • City Attorney's Office 	<ul style="list-style-type: none"> • HDC 	<ul style="list-style-type: none"> • Amendment of updated inventories into the Historic Preservation Plan.

	work will assist with evaluations of significance.	<ul style="list-style-type: none"> • Add new resources as needed after initial timeline for publication. 			
	iv.) UPDATE AND/OR REVISE INDEX OF ARCHITECTURAL STYLES AND ARCHITECTS				
	Review existing descriptions addressing architectural styles, specific local examples, and responsible architects found throughout the city. Such work will assist with the review process for designation.	<ul style="list-style-type: none"> • Kickoff: Q3 FY 26, Wrap Up: Q2 FY 28 	<ul style="list-style-type: none"> • CPDS HP Staff • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Montgomery County Historical Society • Peerless Rockville • Heritage Montgomery • University of Maryland 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for consultant to update / revise index of architectural styles, local examples, and architects. • Amendment of updated index of architectural styles into the Historic Preservation Plan.
	v.) ASSESS AND DEVELOP PLANS ADDRESSING CITY-OWNED RESOURCES				
	The city has numerous historic properties within its property inventory. To aid with capital improvements and budget planning, conduct reviews such as building assessments or historic structure reports (HSR) to document existing building conditions, plan for any required work, and program in short / long-term maintenance needs.	<ul style="list-style-type: none"> • Kickoff: 2025, Wrap Up: 2033 	<ul style="list-style-type: none"> • CPDS HP Staff • DPW Staff • DRC • R&P Staff • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Recreation and Parks Advisory Board • Mayor • Council Representatives • King Farm Task Force • Peerless Rockville 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for consultant(s). • Develop building condition assessments or HSRs for key city-owned sites such as Glenview Manor, King Farm, Beall-Dawson House. • Utilize completed plans to support the long-term maintenance and upkeep of city-owned historic resources. • Program additional budgetary line items to implement needed capital improvements. • Amendment of plans for city-owned properties into the Historic Preservation Plan.

	vi.) INCORPORATE UPDATED AND NEW INFORMATION INTO THE PRESERVATION PLAN FOR REVIEW AND CONSIDERATION BY THE HDC				
		• Ongoing as needed	• CPDS Staff	• HDC • Peerless Rockville	• Add updated and/or new Historic Preservation Plan sections to the agenda of the HDC. • Recommendation from HDC sent to Mayor and Council.
	vii.) PRESENT UPDATED PRESERVATION PLAN TO THE MAYOR AND COUNCIL				
		• Ongoing as needed	• CPDS Staff	• HDC • Mayor • Council Representatives	• Add updated and/or new Historic Preservation Plan sections added to agenda of the Mayor and Council. • Hold public hearing. • Discussion and instruction to staff from Mayor and Council. • Adopt amendment to the Historic Preservation Plan.

TIMELINE ITEM C: Preservation Plan – Historic Contexts / Historic and Cultural Resources

ACTION STEPS	KICKOFF	WRAP UP	FY 2023				FY 2024				FY 2025				FY 2026				FY 2027				FY 2028				FY 2029				FY2030				FY 2031				FY 2032				FY 2033			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
i.) REVIEW AND UPDATE EXISTING HISTORIC CONTEXTS	Q1 FY 25	Q4 FY 26																																												
ii.) DEVELOP NEW / EXPANDED HISTORIC CONTEXTS	Q1 FY 25	Q4 FY 26																																												
iii.) INCORPORATE UPDATED INVENTORY OF PROPERTIES AND SITES	Q3 FY 28	Q1 FY 29																																												
iv.) UPDATE AND/OR REVISE INDEX OF ARCHITECTURAL STYLES AND ARCHITECTS	Q3 FY 26	Q2 FY 28																																												
v.) ASSESS AND DEVELOP PLANS ADDRESSING CITY-OWNED RESOURCES	2025	2033																																												
vi.) INCORPORATE UPDATED AND NEW INFORMATION INTO THE PRESERVATION PLAN FOR REVIEW AND CONSIDERATION BY THE HDC	TBD	TBD																																												
vii.) PRESENT UPDATED PRESERVATION PLAN TO THE MAYOR AND COUNCIL	TBD	TBD																																												

ITEM D: HISTORIC DISTRICT COMMISSION

This theme focuses on action steps tied to the Historic District Commission (HDC). Such steps focus on continuing education, administrative updates to documents and websites, as well as the development of new programs under the purview of the HDC.

<div> <div>HISTORIC PRESERVATION WORK PLAN</div> <div>ITEM D:</div> <div>Historic District Commission</div> </div>	ACTION STEPS	TIMELINE	RESPONSIBLE PARTY	SUPPORTIVE PARTNERS	IMPLEMENTATION FRAMEWORK
	i.) UPDATE HDC APPLICATION FORMS				
	Review and update Historic District Commission applications for Certificate of Approval, Historic Designation, and Demolition. Develop a unified branding for all applications and update with any code amendments.	<ul style="list-style-type: none"> • Kickoff: Q1 FY 24, Wrap Up: Based on ZOR Timeline • Ongoing as needed 	<ul style="list-style-type: none"> • CPDS HP Staff • City Attorney's Office 	<ul style="list-style-type: none"> • HDC 	<ul style="list-style-type: none"> • Update applications to be fillable and created as a PDF. • Brand applications consistently. • Present applications to HDC for review and approval. • Post applications to HDC's portion of the city website. • Accept applications via digital upload.
	ii.) UPDATE WEB PAGES FOR HISTORIC PRESERVATION AND HDC				
	Conduct a comprehensive update for the Historic Preservation and Historic District Commission portions of the city website. Update, expand, and create interactive content for these sections.	<ul style="list-style-type: none"> • Kickoff: Q1 FY 24, Wrap Up: Q4 FY 24 • Ongoing updates as needed after initial roll out 	<ul style="list-style-type: none"> • CPDS HP Staff • PIO / Graphics 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Montgomery County Historical Society • Peerless Rockville 	<ul style="list-style-type: none"> • Provide timely, accurate, and updated content regarding staff contacts, applications, standards and procedures, designation process and regulations, interactive map for designated districts, walking tours, and markers, funding opportunities, and reference materials.
	iii.) MAINTAIN CERTIFIED LOCAL GOVERNMENT STATUS				
	Ensure Historic District Commission operations and policies adhere to requirements of the Certified Local Government (CLG) program for continued status as a CLG Commission. Requirements are listed as part of certification agreement with the Maryland Historical Trust.	<ul style="list-style-type: none"> • Ongoing throughout 2023-2033 	<ul style="list-style-type: none"> • CPDS HP Staff 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Maryland Association of Historic District Commissions 	<ul style="list-style-type: none"> • Designate and protect local historic and prehistoric resources. • Uphold local review process for demolitions and changes that affect local historic properties. • Maintain an adequate and qualified commission. • Maintain a system for survey and inventory of historic properties. • Ensure public participation in the local preservation program.

					<ul style="list-style-type: none"> • Seek grant opportunities available through the State CLG Program via the Historic Preservation Trust Fund.
	iv.) EXPAND EDUCATIONAL / TRAINING OPPORTUNITIES FOR COMMISSIONERS AND STAFF				
	<p>Historic District Commissioners shall seek training and educational opportunities to strengthen the special interest, knowledge or professional or academic training possessed for appointment to the Commission. Staff, as qualified professionals, shall also seek continuing educational opportunities to strengthen and augment knowledge on best management policies in preservation as well as for current and emerging topics. Educational and training opportunities ensure that the HDC adheres to maintaining CLG standing.</p>	<ul style="list-style-type: none"> • Ongoing throughout 2023-2033 	<ul style="list-style-type: none"> • CPDS HP Staff 	<ul style="list-style-type: none"> • HDC • Maryland Association of Historic District Commissions 	<ul style="list-style-type: none"> • Expand involvement with training and educational initiatives offered by the National Trust for Historic Preservation (Preservation Leadership Forum), National Park Service (State, Technical Preservation Services and Tribal, Local Plans & Grants Division), National Alliance of Preservation Commissions, Advisory Council on Historic Preservation, National Preservation Institute, MHT, and Maryland Association of Historic Districts. • Attendance by Commissioners in a minimum of one such section approved by MHT each year. • Attendance by Staff at a minimum of two training and educational sessions each year.
	v.) SEEK INPUT ON DEVELOPING A LOCAL INCENTIVE PROGRAM				
	<p>Examine opportunities to create a local incentive program for historic resources. Assess existing programs in Maryland and provide information for consideration by HDC and Mayor and Council. Past discussion and recommendations focused on programs that address exterior façades, short-term property tax abatement of the city</p>	<ul style="list-style-type: none"> • Kickoff: Q2 FY 24, Wrap Up: Q2 FY 25 	<ul style="list-style-type: none"> • CPDS HP Staff • City Attorney's Office 	<ul style="list-style-type: none"> • HDC • Rockville Economic Development, Inc 	<ul style="list-style-type: none"> • Provide mechanisms and resources to create local incentive program to HDC for review and consideration. • Recommendation by HDC to the Mayor and Council regarding possible program creation.

	portion of the property tax assessment, waivers from existing local building requirements and codes, or transfer of development rights. Seek input on which measures are feasible and propose a pathway for implementation.				
	vi.) GATHER INPUT ON CREATING A LOCAL EASEMENT / PROTECTIVE COVENANT PROGRAM				
	Examine opportunities to establish a local easement or protective program for historic resources. Program would allow for the protection of specific characteristics or features of a property, such as specifically tied to any grant or incentive. Such protection would be recorded as a part of the deed. Assess existing programs in Maryland and provide information for consideration by HDC and Mayor and Council. Research potential mechanisms regarding feasibility and propose a pathway for implementation.	<ul style="list-style-type: none"> • Kickoff: Q2 FY 24, Wrap Up: Q2 FY 25 	<ul style="list-style-type: none"> • CPDS HP Staff • City Attorney's Office 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Peerless Rockville • Preservation Maryland • Montgomery County Historic Preservation Office 	<ul style="list-style-type: none"> • Provide available mechanisms to establish a local easement / covenant program to HDC for review and consideration. • Recommendation by HDC to the Mayor and Council regarding possible program creation.
	vii.) REACTIVATE LOCAL HISTORIC PLAQUE PROGRAM				
	The program highlights homes that are locally designated and features the year of construction. The program, due to staff capacity, has been temporarily suspended. Plaques from prior years need to be distributed. Additional discussion	<ul style="list-style-type: none"> • Ongoing throughout 2023-2033 	<ul style="list-style-type: none"> • CPDS HP Staff • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Community Associations and HOAs 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop scope, seek quotes, and award for professional services – design and foundry. • Distribute and assure installation of existing plaques previously developed. • Implement new, rebranded plaque program. • Secure participation from owners at the time of the ascension of new local designations.

	and feedback have been received to reactivate and to rebrand the local program.				<ul style="list-style-type: none"> • Develop mounting instructions and install confirmation for the rebranded program. • Update online historic district maps, tours, and educational materials to include properties possessing plaques.
	viii.) SERVE AS A LIASION TO COORDINATE DEVELOPMENT OF LONG-RANGE PLANS FOR KEY PROPERTIES OWNED BY MONTGOMERY COUNTY GOVERNMENT AND OTHER PUBLIC AGENCIES				
	<p>Work collaboratively with Montgomery County and other public agencies to aid with the stewardship of these historic resources. Serve as a liaison to coordinate technical assistance and to help coordinate activities between all supportive partners, and stakeholders in order to support long-term protection and sustainability. Key properties include, but are not limited to, the Red Brick Courthouse Complex (3rd building and Neo-Classical), Lincoln School Complex, Montgomery County Public Schools' Carver High School and Broome Junior High School, and Montgomery College.</p>	<ul style="list-style-type: none"> • Ongoing throughout 2023-2033 	<ul style="list-style-type: none"> • CPDS HP Staff 	<ul style="list-style-type: none"> • HDC • Montgomery County • Montgomery County Historic Preservation Office • Montgomery County Public Schools • Montgomery County Historical Society • Montgomery Preservation • Montgomery College • Heritage Montgomery • Lincoln Park Civic Association • Lincoln Park Historical Foundation • Peerless Rockville 	<ul style="list-style-type: none"> • Expand and strengthen relationships and stewardship coordination with partner agencies. • Assure retention and longevity for these key resources.

TIMELINE ITEM D: Historic District Commission

ACTION STEPS	KICKOFF	WRAP UP	FY 2023				FY 2024				FY 2025				FY 2026				FY 2027				FY 2028				FY 2029				FY2030				FY 2031				FY 2032				FY 2033			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
i.) UPDATE HDC APPLICATION FORMS	Q1 FY 24	TBD					Included as part of ZOR																																							
ii.) UPDATE WEB PAGES FOR HISTORIC PRESERVATION AND HDC	Q1 FY 24	Q4 FY 24																																												
iii.) MAINTAIN CERTIFIED LOCAL GOVERNMENT STATUS	2023	2033																																												
iv.) EXPAND EDUCATIONAL / TRAINING OPPORTUNITIES FOR COMMISSIONERS AND STAFF	2023	2033																																												
v.) SEEK INPUT ON DEVELOPING A LOCAL INCENTIVE PROGRAM	Q2 FY 24	Q2 FY 25																																												
vi.) GATHER INPUT ON CREATING A LOCAL EASEMENT / PROTECTIVE COVENANT PROGRAM	Q2 FY 24	Q2 FY 25																																												
vii.) REACTIVATE LOCAL HISTORIC PLAQUE PROGRAM	2023	2033																																												
vii.) SERVE AS A LIASION TO COORDINATE DEVELOPMENT OF LONG-RANGE PLANS FOR KEY PROPERTIES OWNED BY MONTGOMERY COUNTY GOVERNMENT AND OTHER PUBLIC AGENCIES	2023	2033																																												

ITEM E: TECHNICAL ASSISTANCE AND GUIDANCE, EDUCATIONAL OUTREACH AND COMMUNITY ENGAGEMENT

This theme addresses continued education and educational resources. Action steps involve expanded programming for the general public, as well as the creation of technical guides and design guidelines and standards.

<div> <div>HISTORIC PRESERVATION WORK PLAN</div> <div>ITEM E:</div> <div>Technical Assistance and Guidance, Educational Outreach, and Community Engagement</div> </div>	ACTION STEPS	TIMELINE	RESPONSIBLE PARTY	SUPPORTIVE PARTNERS	IMPLEMENTATION FRAMEWORK
	i.) REVIEW AND/OR UPDATE EXISTING TECHNICAL GUIDE SERIES FOR EXTERIOR ALTERATIONS				
	Examine existing technical guide series and verify alignment with the four treatment measures detailed in the Secretary of the Interior's Standards for the Treatment of Historic Properties. As the technical guide series provides guidance to those conducting work on their historic properties, develop additional guides in this series to address missing and emerging topics affecting our historic and cultural resources.	<ul style="list-style-type: none"> • Kickoff: Q1 FY 26, Wrap Up: Q2 FY 28 • Develop additional technical guides as needed thereafter. 	<ul style="list-style-type: none"> • CPDS HP Staff • CPDS Zoning • CPDS R&I Staff • Consultant(s) 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Peerless Rockville 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for consultant to update and create new tech guides. • Develop additional technical guides addressing ADA compliance, modern / mid-century building materials, building sustainability, environmental resiliency, and below-grade resources. • Adoption of technical guides by HDC. • Adoption of technical guides by Mayor and Council. • Amendment of technical guides into the Historic Preservation Plan.
	ii.) REVISE AND/OR DEVELOP DESIGN GUIDELINES / STANDARDS FOR LOCAL HISTORIC DISTRICTS				
	Update existing citywide design guidelines and tailor standards for each neighborhood historic district and the area's specific historic resources and styles. Develop design guidelines or standards when new districts are locally designated. Revised and new guidelines / standards shall address treatment measures to align with the Secretary of the Interior's Standards for the Treatment of Historic Properties, address best treatment approaches for proposed work, and define how	<ul style="list-style-type: none"> • Kickoff: Q1 FY 26, Wrap Up: Q1 FY 30 • Develop additional design standards as needed thereafter. 	<ul style="list-style-type: none"> • CPDS HP Staff • Consultant(s) • City Attorney's Office 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Peerless Rockville 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for consultant to update and create new design standards. • Develop updated or new design guidelines / standards for each existing historic district. • Upload design guidelines / standards to the website. • Include visual references and best management practices that are in alignment with the Secretary of the Interior Standards for the Treatment of Historic Properties. • Adoption of design guidelines / standards by HDC. • Adoption of design guidelines / standards by Mayor and Council.

	projects are handled or reviewed locally.				<ul style="list-style-type: none"> • Amendment of design guidelines / standards into the Historic Preservation Plan.
	iii.) REVIEW AND IMPROVE THE INTEGRATION OF HISTORIC RESOURCE MANAGEMENT INTO CITY DEVELOPMENT REVIEW PROCESSES				
	Better integrate historic resource management into decisions rendered via the city development review process. Integrate historic preservation into committee review processes, development of check lists, permit review process, etc. Improve development review process to address compatible infill construction and materials within and adjacent to local and NRHP districts, assessment of potential below-grade resources, projects using federal funding or that require federal and state permitting, and any potential effect on designated properties or districts.	<ul style="list-style-type: none"> • Ongoing throughout 2023 - 2033 	<ul style="list-style-type: none"> • CPDS HP Staff • DPW Staff • DRC • R&P Staff 	<ul style="list-style-type: none"> • HDC • Planning Commission • Recreation and Parks Advisory Board • Environmental Commission • Mayor and Council 	<ul style="list-style-type: none"> • Continue review of overall city development process to improve integration of historic resource management. • Add reviews to city process where they currently do not exist. • Assure that reviews are a part of any future committees, check lists, and permit processes with a concentration on how historic preservation interacts with smart growth, climate change, and equitable development decisions.
	iv.) EXPAND PUBLIC OUTREACH PROGRAMMING REGARDING MUNICIPAL HISTORIC PRESERVATION				
	Review, assess, and expand programming to broaden the public's knowledge and engagement with historic preservation.	<ul style="list-style-type: none"> • Ongoing throughout 2023 - 2033 	<ul style="list-style-type: none"> • CPDS HP Staff • PIO • Peerless Rockville 	<ul style="list-style-type: none"> • HDC • Montgomery County Historical Society • Maryland Historical Trust • Maryland Archaeological Society • Preservation Maryland • Heritage Montgomery • Montgomery College • University of Maryland 	<ul style="list-style-type: none"> • Host annual May Historic Preservation Month Program including lecture series, architectural walking tours, open houses, and other events that emphasize preservation efforts, projects, and emerging topics. • Highlight available technical assistance for owners to seek designation of their properties, to discuss appropriate treatment measures, and incentive programs. • Continue to host annual Tax Credit Workshops for Federal, State, and Montgomery County Tax Incentives.

					<ul style="list-style-type: none"> • Develop monthly history piece for Channel 11 and city website. • Develop quarterly lecture series.
	v.) AID IN THE CREATION OF A PROGRAM TO HIGHLIGHT ROCKVILLE'S HERITAGE				
	<p>Create partnerships to highlight and strengthen our city's historic and cultural resources. Rockville is a component of the Montgomery County Heritage Area. Interagency efforts can focus on coordinated programming opportunities including updating of printed and online outreach materials for specific buildings, sites or aspects of history, implementation of a comprehensive update for area wide interpretive signs, development of new interactive walking / bike tours, and the advertisement of place-based experiences and events for visitors and residents alike. The establishment of a such a program will assist in strengthening greater interagency cooperation and programs.</p>	<ul style="list-style-type: none"> • Kickoff: Q1 FY 25, Wrap Up: Q2 FY 26 • Ongoing as needed 	<ul style="list-style-type: none"> • CPDS HP Staff • PIO • Heritage Montgomery • Peerless Rockville • Montgomery County Historical Society 	<ul style="list-style-type: none"> • HDC • City Committees • Maryland Historical Trust • Maryland Heritage Area Authority • Preservation Maryland • Rockville Economic Development, Inc. • Greater Rockville Chamber of Commerce • Montgomery College • University of Maryland • Heritage Montgomery • Community Associations and HOAs 	<ul style="list-style-type: none"> • Create a Heritage Outreach Committee comprised of various partner agencies to oversee programming. • Create a Heritage Outreach Program or website in coordination with partners that lists all programming such as tours, events, cultural celebrations, parades, and history-based experiences. • Develop rotating exhibitions at various locations to highlight partner agencies, agency collections, and sites. • Develop stewardship programs for area historic buildings, cemeteries, landscapes, etc. • Develop an "Open House" weekend focusing on Rockville's historic buildings and sites. • Utilize state-sponsored programs to fund heritage initiatives.

	vi.) PRESENT TECHNICAL GUIDES AND / OR DESIGN GUIDELINES / STANDARDS FOR REVIEW AND CONSIDERATION BY THE HDC AND / OR PLANNING COMMISSION				
		<ul style="list-style-type: none"> • Ongoing as needed 	<ul style="list-style-type: none"> • CPDS Staff 	<ul style="list-style-type: none"> • HDC • Planning Commission 	<ul style="list-style-type: none"> • Add updated and new technical guides or design guidelines / standards to the agenda of the HDC. • Recommendation from HDC sent to Mayor and Council for technical guides. • Recommendation from HDC sent to Mayor and Council for design standards. • Add updated and new design guidelines / standards to the agenda of the Planning Commission. • Recommendation from Planning Commission on design guidelines / standards sent to Mayor and Council.
	vii.) PRESENT TECHNICAL GUIDES AND / OR DESIGN STANDARDS TO THE MAYOR AND COUNCIL				
		<ul style="list-style-type: none"> • Ongoing as needed 	<ul style="list-style-type: none"> • CPDS Staff 	<ul style="list-style-type: none"> • HDC • Mayor • Council Representatives 	<ul style="list-style-type: none"> • Add updated and new technical guides / design standards to agenda of the Mayor and Council. • Hold Public Hearing. • Discussion and instruction sent to staff by Mayor and Council. • Adopt technical guides or design guidelines / standards by Mayor and Council. • Amendment of updated and new information into Historic Preservation Plan.

TIMELINE ITEM E: Tech Assistance and Guidance, Educational Outreach and Community Engagement

ACTION STEPS	KICKOFF	WRAP UP	FY 2023				FY 2024				FY 2025				FY 2026				FY 2027				FY 2028				FY 2029				FY2030				FY 2031				FY 2032				FY 2033			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
i.) REVIEW AND/OR UPDATE EXISTING TECHNICAL GUIDE SERIES FOR EXTERIOR ALTERATIONS	Q1 FY 26	Q2 FY 28																																												
ii.) REVISE AND/OR DEVELOP DESIGN GUIDELINES / STANDARDS FOR LOCAL HISTORIC DISTRICTS	Q1 FY 26	Q1 FY 30																																												
iii.) REVIEW AND IMPROVE THE INTEGRATION OF HISTORIC RESOURCE MANAGEMENT INTO CITY DEVELOPMENT REVIEW PROCESSES	2023	2033																																												
iv.) EXPAND PUBLIC OUTREACH PROGRAMMING REGARDING MUNICIPAL HISTORIC PRESERVATION	2023	2033																																												
v.) AID IN THE CREATION OF A PROGRAM TO HIGHLIGHT ROCKVILLE'S HERITAGE	Q1 FY 25	Q2 FY 26																																												
vi.) PRESENT TECHNICAL GUIDES AND / OR DESIGN GUIDELINES / STANDARDS FOR REVIEW AND CONSIDERATION BY THE HDC AND / OR PLANNING COMMISSION	TBD	TBD																																												
vii.) PRESENT TECHNICAL GUIDES AND / OR DESIGN STANDARDS TO THE MAYOR AND COUNCIL	TBD	TBD																																												

ITEM F: PREHISTORY AND ARCHAEOLOGY

These action steps relate to the identification and preservation of below-grade resources on city-owned and general stewardship citywide.

<div> <div>HISTORIC PRESERVATION WORK PLAN</div> <div>ITEM F:</div> <div>Prehistory and Archaeology</div> </div>	ACTION STEPS	TIMELINE	RESPONSIBLE PARTY	SUPPORTIVE PARTNERS	IMPLEMENTATION FRAMEWORK
	i.) COORDINATE UPDATE OF EXISTING BELOW-GRADE RESOURCE SURVEYS OR CONDUCT PREDICTIVE MODEL FOR CITY-OWNED SITES				
	Develop an improved understanding and plan for known and undocumented below-grade resources located on city-owned sites. Coordinate with partners to update existing inventory of known sites and resources. For areas where no information is available but where resources are believed to exist, conduct desktop assessment, and create a predictive model for such resources.	<ul style="list-style-type: none"> • Kickoff: Q1 FY 26, Wrap Up: Q1 FY 27 	<ul style="list-style-type: none"> • CPDS HP Staff • DPW Staff • R&P Staff • Archaeological Consultant(s) 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Montgomery County Historical Society • Montgomery County Historic Preservation Office • Archaeological Society of Maryland • Peerless Rockville • University of Maryland 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for archaeological consultant to update survey and/or create a predictive model. • Create predictive model to be utilized in resource management of city-owned sites. • Establish stronger focus and awareness of the role of archaeology on city-owned sites.
	ii.) DEVELOP A COMPREHENSIVE APPROACH AND PLAN FOR BELOW-GRADE RESOURCES ON CITY-OWNED SITES				
	Assess and determine measures to evaluate, treat, and preserve historic cemeteries, native tribes burial sites, buried historic resources, and other sensitive below-grade sites.	<ul style="list-style-type: none"> • Kickoff: Q1 FY 27, Wrap Up: Q1 FY 28 	<ul style="list-style-type: none"> • CPDS HP Staff • DPW Staff • R&P Staff • Archaeological Consultant(s) 	<ul style="list-style-type: none"> • HDC • Recreation and Parks Advisory Board • Archaeological Society of Maryland • Montgomery County Historic Preservation Office • University of Maryland 	<ul style="list-style-type: none"> • Program funding into city budget. • Develop, advertise, and award RFP for archaeological consultant to develop a plan for below-grade resources on city-owned lands. • Review below-grade resources as part of the COA process. • Integrate resources into citywide management plan. • Educate the public on what may be learned about Rockville's pre-European settlement and early building and development history.
	iii.) ASSIST WITH THE COORDINATION OF OUTREACH EFFORTS FOR BELOW-GRADE RESOURCES OFF CITY PROPERTY				
	Work collaboratively to strengthen how below-resources are handled, assessed and/or preserved citywide. Serve as a liaison to coordinate	<ul style="list-style-type: none"> • Kickoff: Q2 FY 24, Wrap Up: Q4 FY 33 	<ul style="list-style-type: none"> • CPDS HP Staff • DRC 	<ul style="list-style-type: none"> • HDC • Maryland Historical Trust • Montgomery County Historical Society 	<ul style="list-style-type: none"> • Work with State to establish an Archaeology Field Session in Rockville. • Include the review of below-grade resources in the city development review process.

	technical assistance and to help coordinate activities between all supportive partners, stakeholders, and property owners.			<ul style="list-style-type: none">•Montgomery County•Montgomery County Historic Preservation Office•Archaeological Society of Maryland•Peerless Rockville	<ul style="list-style-type: none">• Develop a Technical Guide for the Treatment of Below-Grade Resources.• Coordinate below-grade resource management with the County.
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TIMELINE ITEM F: Prehistory and Archaeology

ACTION STEPS	KICKOFF	WRAP UP	FY 2023				FY 2024				FY 2025				FY 2026				FY 2027				FY 2028				FY 2029				FY2030				FY 2031				FY 2032				FY 2033			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
i.) COORDINATE UPDATE OF EXISTING BELOW-GRADE RESOURCE SURVEYS OR CONDUCT PREDICTIVE MODEL FOR CITY-OWNED SITES	Q1 FY 26	Q1 FY 27																																												
ii.) DEVELOP A COMPREHENSIVE APPROACH AND PLAN FOR BELOW-GRADE RESOURCES ON CITY-OWNED SITES	Q1 FY 27	Q1 FY 28																																												
iii.) ASSIST WITH THE COORDINATION OF OUTREACH EFFORTS FOR BELOW-GRADE RESOURCES OFF CITY PROPERTY	Q2 FY 24	Q4 FY 33																																												

HISTORIC PRESERVATION WORK PLAN 2023-2033

This Plan was prepared by the City of Rockville, Department of Community Planning and Development Services. Staff members responsible for plan development include Christopher Meyers, Sheila Bashiri, Katie Gerbes, and Jim Wasilak.

The Department thanks all who have contributed their time in reviewing, providing feedback, and guidance on the Plan. The Mayor and Council, City Attorney's Office, Historic District Commissioners, and Peerless Rockville have provided valuable insight and guidance.

The Plan, as a living document, defines an agreed upon pathway to update municipal historic preservation programs and policies. This 10-year work plan will likewise serve as a vehicle to develop elements that will ultimately be integrated into an updated municipal preservation plan.

The Historic Preservation Work Plan 2023-2033 was endorsed by the City of Rockville Historic District Commission on September 15, 2022 and by the City of Rockville Mayor and Council on May 8, 2023.



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